

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by Community Services Bureau to a majority of members of the Head Start Policy Council less than 72 hours prior to that meeting are available for public inspection at: 3068 Grant St. Bldg. 8, Concord, CA 94520 during normal business hours. (Gov. Code, section 54957.5(b)(2)).

Agenda

Group/Meeting Name: CSB Policy Council Meeting	
Date: January 15, 2020	Time: 6:00-8:00 PM
Location: 500 Ellinwood Way, Pleasant Hill, CA	
Meeting Leader: Katie Cisco	
Purpose: Conduct Regular Monthly Meeting	

*The Community Services Bureau of Contra Costa County will provide reasonable accommodations for persons with disabilities planning to participate in Policy Council meetings or subcommittee meetings.
Please contact Imelda Prieto-Martinez at least 48 hours before the meeting at (925) 646-5595.*

Desired Outcome: By the end of this meeting, we will have:

Agreement on desired outcomes and ground rules so that our meeting is productive

Parent Recognition of Staff Excellence Award presentation to validate employee dedication and uniqueness while working with children and families.

An ice breaker to open communication and build connection among Policy Council members.

An understanding of the monthly updates and approvals to ensure ongoing communication and necessary actions take place for seamless program operation.

A presentation to learn about Positive Parent Awareness Month and the activities taking place countywide

A training on Make Parenting a Pleasure curriculum so that parents are introduced to the parenting curriculum implemented in the program.

An approval of the Quality Improvement Plan for the unauthorized release incident at the YMCA's 8th Street Center as required by the Administration for Children and Families.

An approval of the Selection Criteria and Recruitment Plan

An approval of November 20, 2019 Policy Council Minutes.

An understanding of Site Reports so that we may celebrate our children, families, and staff's co-partnering efforts to build partnerships and community.

Heard announcements so that we may be informed of Bureau news and available community resources.

A Meeting Evaluation so that we may review our strengths and make any improvements as needed.

Agenda			
What (Content)	How (Process)	Who	Time (Minutes)
Review Desired Outcomes	Present Clarify Check for understanding	Daisy Templeton	3 Minutes
Meeting Ground Rules	Present Clarify Check for understanding	Jasmine Cisneros	3 Minute
Public Comment	Present	Public	1 Minute

Correspondence	Present Clarify	Katie Cisco	2 Minute
Parent Recognition of Staff Excellence Award recognition	Present Clarify	Katie Cisco	5 Minutes
Ice Breaker	Present Clarify Check for understanding	Katie Cisco	10 Minutes
Administrative Reports: <ul style="list-style-type: none"> CSB Director Division Manager Fiscal 	Present Clarify Check for understanding	Camilla Rand Katharine Mason Haydee Ilan	25 Minutes
Presentation: <ul style="list-style-type: none"> Positive Parent Awareness Month (COPE) 	Present Clarify Check for understanding Check for Agreement	Emily Ferne	20 Minutes
Training: <ul style="list-style-type: none"> Make Parenting a Pleasure 	Present Clarify Check for understanding	La Tanya Saucer	20 Minutes
Action: <ul style="list-style-type: none"> Approval of Quality Improvement Plan 	Present Clarify Check for understanding	Christina Reich	5 Minutes
Action: <ul style="list-style-type: none"> Approval of Selection Criteria and Recruitment Plan 	Present Clarify Check for understanding	Tracy Lewis	10 Minutes
Action: <ul style="list-style-type: none"> Consider Approval of November 20, 2019 Policy Council Minutes 	Present Clarify Check for understanding Check for Agreement	Katie Cisco	5 Minutes
Site Reports	Present Clarify Check for Understanding	Site Representatives	3 Minutes
Announcements	Present Clarify Check for Understanding	Ana Araujo	5 Minutes
Meeting Evaluation	Plus/Delta	Volunteer	2 Minute

Enrollment and Attendance Report to Policy Council November 2019

Enrollment:

- **HS – 97.61%**
- **EHS – 100.6%**
- **EHS-CCP – 98.6%**
- **EHS-CCP2 –102.1%**

Attendance:

- **HS – 81.8%**
- **EHS – 83.4%**
- **EHS-CCP – 94.9%**
- **EHS-CCP2 –81.2%**

Informe de Inscripción y Asistencia al Consejo de Políticas Noviembre 2019

Inscripción:

- ***HS – 97.61%***
- ***EHS – 100.6%***
- ***EHS-CCP – 98.6%***
- ***EHS-CCP2 –102.1%***

Asistencia:

- ***HS – 81.8%***
- ***EHS – 83.4%***
- ***EHS-CCP – 94.9%***
- ***EHS-CCP2 –81.2%***

Enrollment and Attendance Report to Policy Council December 2019

Enrollment:

- HS – 100.15%
- EHS – 99.68%
- EHS-CCP – 97.22%
- EHS-CCP2 –100.53%

Attendance:

- HS – 74.8%
- EHS – 77.21%
- EHS-CCP – 84.46%
- EHS-CCP2 –73.80%

Informe de Inscripción y Asistencia al Consejo de Políticas Diciembre 2019

Inscripción:

- HS – 100.15%
- EHS – 99.68%
- EHS-CCP – 97.22%
- EHS-CCP2 –100.53%

Asistencia:

- HS – 74.8%
- EHS – 77.21%
- EHS-CCP – 84.46%
- EHS-CCP2 –73.80%

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

HEAD START PROGRAM

BUDGET PERIOD JANUARY - DECEMBER 2019

AS OF NOVEMBER 2019

DESCRIPTION	NOVEMBER YTD Actual	Total Budget	Remaining Budget	92% %YTD
a. PERSONNEL	\$ 3,923,848	\$ 4,450,813	\$ 526,965	88%
b. FRINGE BENEFITS	2,524,691	2,769,062	244,371	91%
d. EQUIPMENT	-	24,000	24,000	0%
e. SUPPLIES	276,490	235,500	(40,990)	117%
f. CONTRACTUAL	2,179,631	2,843,120	663,489	77%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	3,760,755	5,688,329	1,927,574	66%
I. TOTAL DIRECT CHARGES	\$ 12,665,414	\$ 16,010,824	\$ 3,345,410	79%
j. INDIRECT COSTS	900,853	903,555	2,702	100%
k. TOTAL-ALL BUDGET CATEGORIES	\$ 13,566,266	\$ 16,914,379	\$ 3,348,113	80%
<i>In-Kind (Non-Federal Share)</i>	<i>\$ 3,853,504</i>	<i>\$ 4,228,595</i>	<i>\$ 375,091</i>	<i>91%</i>

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU
EARLY HEAD START PROGRAM
BUDGET PERIOD JANUARY - DECEMBER 2019
AS OF NOVEMBER 2019

DESCRIPTION	November YTD Actual	Total Budget	Remaining Budget	92% % YTD
a. PERSONNEL	\$ 231,944	\$ 294,506	\$ 62,562	79%
b. FRINGE BENEFITS	151,105	146,451	(4,654)	103%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	19,708	17,300	(2,408)	114%
f. CONTRACTUAL	648,081	2,049,140	1,401,059	32%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	675,469	1,133,075	457,606	60%
I. TOTAL DIRECT CHARGES	\$ 1,726,307	\$ 3,640,472	\$ 1,914,165	47%
j. INDIRECT COSTS	57,916	50,672	(7,244)	114%
k. TOTAL-ALL BUDGET CATEGORIES	\$ 1,784,224	\$ 3,691,144	\$ 1,906,920	48%
<i>In-Kind (Non-Federal Share)</i>	<i>\$ 439,536</i>	<i>\$ 922,786</i>	<i>\$ 483,250</i>	<i>48%</i>

CONTRA COSTA COUNTY-COMMUNITY SERVICES BUREAU

EARLY HEAD START- CC PARTNERSHIP #1

BUDGET PERIOD JULY 2019 - JUNE 2020

AS OF NOVEMBER 2019

DESCRIPTION	NOVEMBER YTD Actual	Total Budget	Remaining Budget	42% % YTD
a. PERSONNEL	\$ 84,482	\$ 305,109	\$ 220,627	28%
b. FRINGE BENEFITS	54,302	212,143	157,841	26%
c. TRAVEL	-	7,000	7,000	0%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	1,766	24,100	22,334	7%
f. CONTRACTUAL	97,083	460,020	362,937	21%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	25,722	65,984	40,262	39%
I. TOTAL DIRECT CHARGES	\$ 263,356	\$ 1,074,356	\$ 811,000	25%
j. INDIRECT COSTS	13,157	64,073	50,916	21%
k. TOTAL-ALL BUDGET CATEGORIES	\$ 276,512	\$ 1,138,429	\$ 861,917	24%
<i>In-Kind (Non-Federal Share)</i>	<i>\$ 64,897</i>	<i>\$ 289,444</i>	<i>\$ 224,547</i>	<i>22%</i>

CONTRA COSTA COUNTY
COMMUNITY SERVICES BUREAU

EARLY HEAD START- CC PARTNERSHIP #2

November 2019 Expenditures

DESCRIPTION	NOVEMBER YTD Actual	Total Budget	Remaining Budget	25% % YTD
a. PERSONNEL	\$ 164,295	\$ 710,668	\$ 546,373	23%
b. FRINGE BENEFITS	101,894	504,605	402,711	20%
c. TRAVEL	10,272	10,000	(272)	103%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	4,417	26,000	21,583	17%
f. CONTRACTUAL	92,753	707,579	614,826	13%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	352,397	1,584,930	1,232,533	22%
I. TOTAL DIRECT CHARGES	\$ 726,027	\$ 3,543,782	\$ 2,817,755	20%
j. INDIRECT COSTS	-	149,240	149,240	0%
k. TOTAL-ALL BUDGET CATEGORIES	<u>\$ 726,027</u>	<u>\$ 3,693,022</u>	<u>\$ 2,966,995</u>	<u>20%</u>
<i>In-Kind (Non-Federal Share)</i>	<u>\$ 145,205</u>	<u>\$ 923,256</u>	<u>\$ 778,051</u>	<u>16%</u>

SUMMARY CREDIT CARD EXPENDITURE
CREDIT CARD REPORT - VISA/U.S. BANK
OCTOBER 2019

Fund Org	Acct. code	Stat. Date	Card Account #	Amount	Program	Purpose/Description
1432	2102	10/22/19	xxxx1416	123.34	HS Basic Grant	Books, Periodicals
				\$ 123.34		
1464	2131	10/22/19	xxxx1907	216.41	EHS-Child Care Partnership #2	Minor Furniture/Equipment
				\$ 216.41		
1464	2300	10/22/19	xxxx3016	1,200.44	EHS-Child Care Partnership #2	Transportation & Travel
				\$ 1,200.44		
1464	2303	10/22/19	xxxx4959	4,535.55	EHS-Child Care Partnership #2	Other Travel Employees
1464	2303	10/22/19	xxxx8777	4,535.55	EHS-Child Care Partnership #2	Other Travel Employees
				\$ 9,071.10		
1432	2467	10/22/19	xxxx1416	914.18	HS Basic Grant	Training & Registration
1464	2467	10/22/19	xxxx1416	125.00	EHS-Child Care Partnership #2	Training & Registration
1432	2467	10/22/19	xxxx8777	169.11	HS Basic Grant	Training & Registration
				\$ 1,208.29		
1432	2479	10/22/19	xxxx4959	(21.99)	HS Basic Grant	Other Special Dpmtal Exp
1464	2479	10/22/19	xxxx2364	3,351.10	EHS-Child Care Partnership #2	Other Special Dpmtal Exp
				\$ 3,329.11		
			Total	15,148.69		

SUMMARY CREDIT CARD EXPENDITURE
CREDIT CARD REPORT - VISA/U.S. BANK
NOVEMBER 2019

Fund Org	Acct. code	Stat. Date	Amount	Program	Purpose/Description
1464	2131	11/22/19	87.79	EHS-Child Care Partnership #2	Minor Furniture/Equipment
1432	2200	11/22/19	275.00	HS Basic Grant	Memberships
1464	2200	11/22/19	275.00	EHS-Child Care Partnership #2	Memberships
			550.00		
1464	2260	11/22/19	250.00	EHS-Child Care Partnership #2	Rents & Leases - Property
1464	2300	11/22/19	1,500.09	EHS-Child Care Partnership #2	Transportation & Travel
1464	2300	11/22/19	693.87	EHS-Child Care Partnership #2	Transportation & Travel
			2,193.96		
1464	2303	11/22/19	1,487.74	EHS-Child Care Partnership #2	Other Travel Employees
1464	2303	11/22/19	(231.29)	EHS-Child Care Partnership #2	Other Travel Employees
1464	2303	11/22/19	3,006.77	EHS-Child Care Partnership #2	Other Travel Employees
1464	2303	11/22/19	4,219.22	EHS-Child Care Partnership #2	Other Travel Employees
1464	2303	11/22/19	(1,635.03)	EHS-Child Care Partnership #2	Other Travel Employees
1464	2303	11/22/19	17,082.25	EHS-Child Care Partnership #2	Other Travel Employees
1464	2303	11/22/19	(138.00)	EHS-Child Care Partnership #2	Other Travel Employees
1464	2303	11/22/19	4,394.51	EHS-Child Care Partnership #2	Other Travel Employees
1464	2303	11/22/19	76.00	EHS-Child Care Partnership #2	Other Travel Employees
1464	2303	11/22/19	1,692.03	EHS-Child Care Partnership #2	Other Travel Employees
1432	2303	11/22/19	733.87	HS Basic Grant	Other Travel Employees
1432	2303	11/22/19	(231.29)	HS Basic Grant	Other Travel Employees
			30,456.78		
1464	2467	11/22/19	125.00	EHS-Child Care Partnership #2	Training & Registration
1432	2479	11/22/19	43.52	HS Basic Grant	Other Special Dpmtal Exp
1464	2479	11/22/19	424.38	EHS-Child Care Partnership #2	Other Special Dpmtal Exp
			467.90		
		TOTAL	34,131.43		

CHILD and ADULT CARE FOOD PROGRAM MEALS SERVED - FY 2019-2020

October 2019

12 Approved Sites



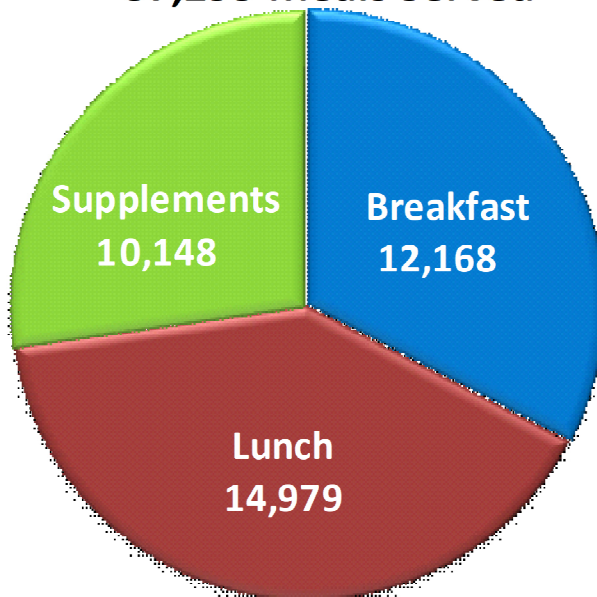
23 Days Meals Served



651 Daily Participation



37,295 Meals Served



CHILD and ADULT CARE FOOD PROGRAM MEALS SERVED - FY 2019-2020

November 2019

13 Approved Sites



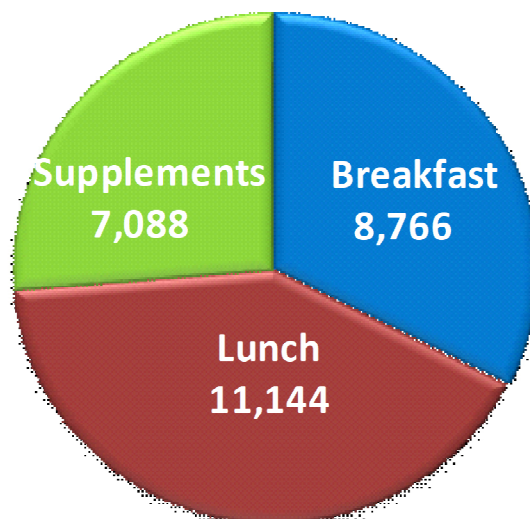
18 Days Meals Served



619 Daily Participation



26,998 Meals Served



Program Improvement Plan

Area of Non-Compliance

Grantee Name	Contra Costa County Employment & Human Services Department Community Services Bureau (CSB)	Plan Start Date	October 22, 2019
Grant Award Number	09CH010862	Plan End Date	February 22, 2020
Description of Incident	Underlying/ Root Causes <i>Why do we think this happened?</i>	Actions taken to address this specific incident <i>What were some immediate actions taken? What did we do that specifically addressed this incident?</i>	
Inappropriate Release 1302.47(b)(5)(iv) A child was removed from the center by the incorrect caregiver.	Due to a culture of community caregiving where the elders in the community are on the emergency cards for several children, staff miscommunicated with a caregiver and released the wrong child to an elder.	Immediately implemented a new sign out procedure whereby staff check IDs against pictures in the ChildPlus database, a module previous not used. Immediately updated the Parent Handbook and program policies and procedures to include new procedures for appropriate release and trained staff, parents, and governing bodies. Immediately implemented targeted ongoing monitoring of new sign in and out procedures and transitions of all YMCA centers that have CSB enrolled children. Began participating in T/TA with STG International for this incident.	

Actions Taken to Strengthen Systems Program-wide

Key Element:	Safety Practices				
Intended Outcome:	All children are safe and secure in all CSB directly operated and partner programs and only released to authorized and appropriate caregivers as per emergency release documentation.				
Implementation Activities	Timeline	Staff responsible	Resources/ TTA	Documentation	Status of Activities
Present Appropriate Release of Children PowerPoint to Policy Council and staff All Cluster meeting.	October 16 and November 7, 2019 respectively	Katharine Mason and Christina Reich	PowerPoint	Agenda, minutes and sign in sheets	Completed.

Program Improvement Plan

Implementation Activities	Timeline	Staff responsible	Resources/ TTA	Documentation	Status of Activities
Present Appropriate Release of Children PowerPoint to all Teachers in directly operated and partner programs.	By January 31, 2020/ and ongoing	Julia Kittle-White	PowerPoint	Agenda and sign in sheets	In progress
Present “Building Strong Child Safety Systems and Partnerships with Parents” at ALL parent meetings at partner and directly operated sites to strengthen a culture of safety in a fun and engaging manner.	January 31, 2020 and ongoing	Rita Loza	Comprehensive Services Team Training in December	Agendas and sign in sheets	In progress
Conduct site visits to each partner location to ensure there is a culture of safety approach to child drop off and pick up times such that parents are fully engaged with staff and their child during these times with particular attention to location of sign in/out records and parent participation in handwashing, health checks, and greetings upon entry to the center and upon leaving the center.	January 31, 2020 and ongoing	Julia Kittle-White	Partner Team; Report Form	Completed report forms designed to monitor pick up/drop off activities and completed action plans for any items needing correction or improvement.	In progress; form is developed
Revise CSB Ongoing Monitoring to include safe drop off and pick up practices.	January 15, 2020 and ongoing	Nelly Ige	Policies and procedures for all partners and for CSB	New tools and monitoring reports demonstrating performance.	In progress

Implementation Activities	Timeline	Staff responsible	Resources/ TTA	Documentation	Status of Activities
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Program Improvement Plan

Distribute the handout “Parent Guidance for Keeping Children Safe” to all parents in the partner and directly operated sites.	December 31, 2019 and ongoing	Ana Araujo	Copies – two sided in English and Spanish	Friday Flyer, Family Newsletter, photos of flyers in cubbies, back of CSB Menu	Completed and integrated into publications annually.
Enhance annual Pedestrian Safety training to include appropriate release training and “Parent Guidance for Keeping Children Safe” each year for all partner and directly operated program participants to strengthen a culture of safety.	January 31, 2020 and ongoing	Julia Kittle-White	Training materials	Training packet, sign in sheets, training plan	

Summary of progress towards outcome:

Area of Non-Compliance

Description of Incident	Underlying/ Root Causes <i>Why do we think this happened?</i>	Actions taken to address this specific incident <i>What were some immediate actions taken?</i> <i>What did we do that specifically addressed this incident?</i>
Reporting 1302.102(d)(1)(ii)	The grantee director was following ACF-IM-HS-15-05, which states that reports must be made within three days of learning of incident. The partner director informed the grantee director on August 5 th and the grantee director reported to the Regional Office on August 8 th , within three days and was under the impression this followed the intent of the IM.	Clarified with Program Specialist that the expectation is as soon as possible and practicable and not later than three days total.

Actions Taken to Strengthen Systems Program-wide

Program Improvement Plan

Key Element:	Reporting				
Intended Outcome:	All significant incidents involving the health and safety of program participants will be reported to the Regional Office by the Grantee as soon as possible and practicable, but not later than three days from the occurrence of any significant incident involving the health and safety of a child.				
Implementation Activities	Timeline	Staff responsible	Resources/ TTA	Documentation	Status of Activities
Amend all partner contracts to include the requirement to report any significant incident involving the health and safety of program participants within 24 hours of the incident instead of the current requirement of 48 hours.	By February 22, 2020	Nasim Eghlima	Contracts and Grants Unit County Administrator County Counsel	Executed contracts in place.	In progress
Train all partner staff to the new contract requirement and the Partner Learning Community Meeting	November 26, 2019 and ongoing	Christina Reich	Presentation	Agenda, sign in sheets, and meeting minutes.	Completed on 11/26/19 and integrated into annual refresher training ongoing.
Amend CSB Record Keeping and Reporting Policies and Procedures to include the requirement that the Head Start Director or her designee report any significant incident involving the health and safety of program participants as soon as possible and practicable but not later than three days after incident.	January 15, 2019	Carlos Ribeiro		Policy & Procedure Addendum in place.	In progress

Summary of progress towards outcome:



CONTRA COSTA COUNTY

CSB Admissions Priorities / Selection Criteria

2020-2021 Program Year



Head Start Performance Standard 1302.14 (a)(1) mandates that the program set criteria, based on our Community Assessment, that define the types of children and families who will be given priority for recruitment and selection. Kindergarten is available in all communities that we serve. Due to the community need for full-day, full-year services, and the mandate that the Head Start & Early Head Start Program collaborate for full-day services, CSB has adopted the following selection criteria presented in order of priority, which also meets the regulations of our partner, the State Department of Education, with one exception as noted below*:

INFANTS & TODDLERS (Aged 0-3, including pregnant women)	PRE-SCHOOL (Aged 3-5)
<ol style="list-style-type: none"> 1. Transfers of children currently enrolled in Early Head Start and California Childcare and Development programs 2. CPS or Child At Risk, Foster Child ♦, Currently Homeless ♦ or Homeless within the last 18 months 3. Sibling of a child already enrolled in the program 4. Eligible infant/toddler with disabilities (IEP or IFSP) 5. Current TANF Recipient ♦ or within 24 months 6. Lowest income infant/toddler <p>*Exception</p> <p>Contra Costa College:</p> <p>On October 3, 2008, the California Department of Education granted CSB an enrollment waiver to give first priority to children of college students at our Contra Costa College Children's Center.</p>	<ol style="list-style-type: none"> 1. Transfers of children currently enrolled in Head Start and California Childcare and Development programs 2. CPS or Child At Risk, Foster Child ♦, Currently Homeless ♦ or Homeless within the last 18 months 3. Eligible 4 yr old with disabilities (IEP or IFSP) 4. Sibling of a child already enrolled in the program 5. Eligible 4 yr old with special circumstances <ul style="list-style-type: none"> ▪ Families experiencing domestic violence ▪ Limited English ▪ Families Needing Full Day services ▪ Current TANF ♦ recipient or within the last 24 months ▪ Health Impairments ▪ Teen Parents ▪ Grandparent caregivers ▪ Children with current or former incarcerated parent(s) 6. Lowest income 4 yr old 7. Eligible 3 yr olds disabilities (IEP or IFSP) 8. Eligible 3 yr old with special circumstances <ul style="list-style-type: none"> ▪ Families experiencing domestic violence ▪ Limited English ▪ Families Needing Full Day services ▪ Current TANF ♦ recipient or within the last 24 months ▪ Health Impairments ▪ Teen Parents ▪ Grandparent caregivers ▪ Children with current or former incarcerated parent(s) 9. Lowest income 3 yr old

♦ Denotes categorical eligibility as per Head Start Performance Standard 1302.14 (b), at least 10 percent of the enrollment will be made available to children who meet the definition for children with disabilities. Children enrolled in the EHS-CCP and EHS-CCP2 program must be receiving child care subsidies at time of enrollment, as required for the Early Head Start- Child Care Partnership (EHS-CCP) and Early Head Start-Child Care Partnership 2 (EHS-CCP2) grant. CSB 603 –2020-2021 Admissions Priorities / Selection Criteria, approved by Policy Council on xx/xx/xxxx and approved by Board of Supervisors on XX/XX/XXXX

2020-2021 Head Start/Early Head Start/Early Education and Support Programs Recruitment and Enrollment Plan
 Contra Costa County Employment and Human Services Department - Community Services Bureau

DESIRED OUTCOME: To inform the public about services available through the Contra Costa County Community Services Bureau, particularly those populations identified in our Community Assessment, and to recruit and enroll eligible children and their families into the Head Start, Early Head Start and Early Education and Support Programs.

Goal #1: To recruit eligible pregnant women, infants, toddlers, and children.

Goal #2: To recruit children with disabilities.

Goal #3: To recruit special populations as per our community assessment and selection criteria: CPS/At-Risk, Domestic Violence, Limited English, Need for Full Day Care, Homeless, TANF/CalWORKS Recipient, Children with Health Impairments, Teen Parents, Grandparent Caregivers, and children of currently or formerly incarcerated parents.

ACTIVITIES	PERSON (S) RESPONSIBLE	TIMELINE	LOCATION	INFORMATION TO INCLUDE	DISTRIBUTION
Mobilize Parents – Word of Mouth, is our best strategy. Make sure a supply of flyers is available for parents to take and give out.	Comprehensive Services, Site Supervisors, Parent/ Family, Community Engagement Officer, and ERSEA Manager	March 2020	Policy Council, Parent Meetings, Family Newsletter, Tables in entryways.	Reproducible Flyers and Pre-App Screening Forms. Contest – parent with most screening forms wins prize.	All CSB and Delegate and Partner sites.
Pamphlets/flyers distributed: a) General info on CSB services b) Enrollment flyers c) Home-based services	Teachers, Site Supervisors, Comprehensive Services Staff, Home Educators, Centralized Enrollment Unit staff.	Ongoing	Laundromats WIC offices Grocery Stores Classrooms Elementary Schools Clinics Community-Based Organizations County Agencies Local churches Education Offices Libraries Hospitals Community Events/Flea Markets Check Cashing Agencies High Schools One-Stop Locations Housing site offices (<i>including- 9 housing sites in San Ramon</i>) Homeless Programs Community Centers (Richmond, San Pablo, Oakley, Willow Pass) Parks & Rec centers (Ambrose) LiHEAP office Stage 2 & Alternative Payment Plans Family Entertainment Centers (Roller Rinks) Community Colleges First Five	Pictures Short paragraph describing program options Who is eligible Explanation of services available List Health, Nutrition, Education, Family Services, Family Wellness, Parent Engagement, Disabilities Services Home base Contact numbers and/or persons	HEAP mailings Food Stamp Offices Parent Meetings Doctors' Offices EHSD Child Care Offices Volunteer Bureaus One-Stop Centers Parents Farmers Markets (Richmond Main Street, San Pablo, Concord) <i>*See "Location" section for additional distribution information</i>

2020-2021 Head Start/Early Head Start/Early Education and Support Programs Recruitment and Enrollment Plan

Contra Costa County Employment and Human Services Department - Community Services Bureau

ACTIVITIES	PERSON (S) RESPONSIBLE	TIMELINE	LOCATION	INFORMATION TO INCLUDE	DISTRIBUTION
Family Newsletter	Comprehensive Services, Site Supervisors	Quarterly	Distribute to all parents / partners	Who is eligible? Who to Contact? Program Activities Events, Educational opportunities	Early Intervention Programs Community Partners Elementary Schools in the District
Contact Agencies Serving Children	ERSEA Manager, Comprehensive Services Managers	Spring and Fall and as needed	WIC offices SELPAs Child Care Centers School Districts Private Providers Community-Based Organizations Community Recreation Sites PTAs Human Service Department Partner Sites Family Child Care Networks Resource and Referral Agencies Stage 2 & Alternative Payment Plans First Five Offices & Centers Homeless Shelter OB/GYN Offices LiHEAP office Agencies serving children with special needs	Initial letter containing description of Head Start and Agency services and program options Personal visit to discuss coordination services, share program and curriculum information, plan referrals.	Community
Coordinate Transition Activities with Elementary Schools	MH/Disabilities Manager; Site Supervisors Education Managers	Spring/ Summer and throughout the year as needed	Childcare Centers Elementary Schools Other agencies for intake for special needs children High School/IT	Any pertinent information on child, - authorized by parent	Elementary School staff meetings & parent meetings; Site based staff meetings/ parent meetings; Policy Council Meetings
Speak at local organizations	Directors, Assistant Directors, Comprehensive Services Mgrs., Male Involvement Coordinator	Ongoing	Union Meetings Faith Based Organizations SHARE County Malls Fairs Clubs Community Events Other Government Agencies Non-Profit Agencies Businesses, Corporations and Foundations	Make Head Start staff or Policy Council rep. available Describe advantageous services Distribute pamphlets List of centers with contact information Set up information table with posters and pictures Application packages	Civic Organizations PTA meetings Church groups Community events

2020-2021 Head Start/Early Head Start/Early Education and Support Programs Recruitment and Enrollment Plan
 Contra Costa County Employment and Human Services Department - Community Services Bureau

ACTIVITIES	PERSON (S) RESPONSIBLE	TIMELINE	LOCATION	INFORMATION TO INCLUDE	DISTRIBUTION
"Staff Walks around the Community"	Site Supervisors, Comprehensive Services Staff, Centralized Enrollment Unit staff.	May – August and as needed	Neighborhoods Other Agencies	Brief description of services Magnets or other marketing aids with contact info Flyers	Community
Any opportunity for free ads in local media, including social media	Assistant Directors; Analysts, Social Media Team	Spring-Fall	Local newspaper agencies, Penny Saver, Grapevine, Radio, Public Access TV, agency presence on Facebook and Twitter, etc.	Short information on program, in English and Spanish Contact information (Recruitment hotline)	Newspapers and on line.
Community Events	ALL STAFF	Ongoing	Contra Costa County	Information on employment for teachers Informational Flyers Magnets, etc. with brief information	Community
Maintain supply of free Head Start pamphlets (order from ACF)	Site Supervisors, Managers for HB and Partners Comp. Services Asst. Managers	Ongoing	All CSB Centers All Partner/Delegate centers One Stop Career Centers Human Services Department SS of WIC SparkPoint Family Justice Center LiHEAP office	Description of Head Start program and sample activities, with contact information.	Community
Implement streamlined referral processes per MOUs	ERSEA Manager	Ongoing	CFS BBK RCEB Health Services CalWorks	Protocol and Procures Forms Tracking of special referrals	Organizations noted in "Location" section.
Recruitment through partnerships	ERSEA Manager, Comprehensive Services Managers, Partner Unit	Ongoing	CSB's Head Start and State child development partner agencies	Information of CSB's HS services including different program models to meet client needs. Site location and contact list. Transfer coordination.	Childcare and development partnerships



Policy Council Meeting Minutes
Location: 500 Ellinwood Way, Pleasant Hill, CA



Date: 11/20/2019

Time Convened: 6:04 PM

Time Terminated: 8:00 PM

Recorder: Zully Acosta

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	<ul style="list-style-type: none">• Katie Cisco, Chair, called the meeting to order at 6:04 PM• Daisy Templeton, Vice Chair, reviewed the desired outcomes• Jasmine Cisneros, Parliamentarian, reviewed the ground meeting rules.
Public Comment	None
Correspondence	<p>Katie Cisco, Chair, the following correspondence received from the Administration for Children & Families (ACF) Office of Head Start, dated 10/17/2019:</p> <p><i>On 9/26/2019, the Administration for Children and Families (ACF) conducted a monitoring review of Contra Costa County Head Start and Early Head Start programs. We wish to thank the governing body, policy council, staff, and parents of your program for their cooperation and assistance during the review. This monitoring report has been issued to Mr. John Gioia, Authorizing Official/Board Chair, as legal notice to your agency of the results of the program review.</i></p> <p><i>Based on the information gathered during our review, your program was found to be out of compliance with one or more applicable Head Start Program Performance Standards, laws, regulations, and policy requirements. The report provides you with detailed information in each area where program performance did not meet applicable Head Start Program Performance Standards, laws, regulations, and policy requirements. Each area of noncompliance identified in this report should be corrected within 120 days following receipt of this report.</i></p> <p>Andres Torres, PC Secretary, informed that on October 31, 2019, Community Services Bureau received correspondence received from the Administration for Children & Families Office stating that the CLASS review conducted from 10/21/2019 to 10/26/2019 of CSB's Head Start preschool center-based classrooms was a success and all areas were in compliance.</p>
Staff Recognition	<p>The following staff was recognized for going above and beyond in their work with the children and the families:</p> <ul style="list-style-type: none">• Josephine Diaz, Teacher at Los Arboles, was presented with a certificate and a book to acknowledge her dedication to the children and families.• Barbara Sumler, Associate Teacher at Balboa, was not present; her certificate and book will be sent to her site.

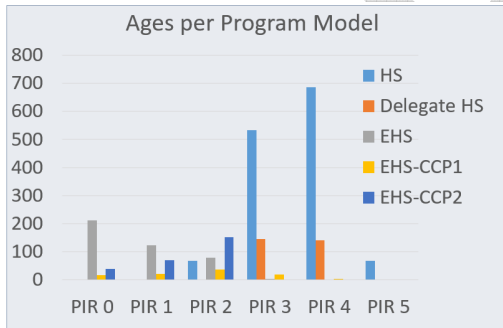
TOPIC	RECOMMENDATION / SUMMARY																									
	Special thank you was given to Miss Corazon from Riverview & CSB staff for providing support during the November 20, 2019, Policy Council meeting.																									
Administrative Reports <ul style="list-style-type: none">• CSB Director• Division Manager• Fiscal	<p>Camilla Rand, CSB Director, welcomed and congratulated the new Policy Council Executive team on their new roles.</p> <p>Camilla presented the following administrative updates:</p> <ul style="list-style-type: none">• CLASS Review: 40 preschool classrooms were visited, 58% of our program and included directly operated, partners and First Baptist delegate. Results from the CLASS observation document that we were determined to be in compliance. CSB scored higher than the Federal Threshold and higher than CSB’s own threshold as well.<ul style="list-style-type: none">○ Classroom Assessment Scoring System (CLASS) CSB and Federal Threshold Comparison Table: <table><tr><th colspan="5">CLASS Score Comparison</th></tr><tr><th>Domain</th><th>2015 CSB Score</th><th>2019 CSB Score</th><th>CSB Threshold</th><th>2018 Federal Threshold</th></tr><tr><td>Emotional Support</td><td>6.1719</td><td>6.100</td><td>6</td><td>6.08</td></tr><tr><td>Classroom Organization</td><td>5.8875</td><td>6.0708</td><td>6</td><td>5.80</td></tr><tr><td>Instructional Support</td><td>2.5667</td><td>3.5375</td><td>3</td><td>2.96</td></tr></table> <ul style="list-style-type: none">• In October’s Policy Council meeting, we heard about a safety incident that occurred at one of our Community Partner Sites (YMCA) - a child was released to an unauthorized person. The incident was reported to the Head Start Regional Office. CSB received a letter from the Administration for Children and Families Office of Head Start. The Administration for Children and Families conducted a monitoring review of Contra Costa County Head Start and Early Head Start programs and found two non-compliances. One of the non-compliances was for the inappropriate release and the second was for not reporting the incident within three days of the date of the occurrence. CSB has since drafted a corrective action plan. The Administration for Children and Families will return to validate the corrective action on February 22, 2019. <p>Katharine Mason, Division Manager, presented the following program updates:</p> <ul style="list-style-type: none">• Family Development Credential program graduated 15 staff total, 10 from CSB and 5 from Partners, including YMCA and First Baptist.• English as a Second Language classes, in collaboration with the Martinez Unified School District, Adult Education Program started in the fall. Classes are offered at GMC Center in Concord.• Make Parenting a Pleasure full curriculum started October 18, 2019, in East County and will start next month in West County.• Self-Assessment is coming up and scheduled to take place the 2nd week in December. <p>Enrollment and attendance statistics for the month of October:</p> <ul style="list-style-type: none">• Enrollment: 89.49% for Head Start; 100.32% for Early Head Start; 101.39% for Early Head Start Child Care Partnership #1; and 102.11% for Early Head Start Child Care Partnership #2.	CLASS Score Comparison					Domain	2015 CSB Score	2019 CSB Score	CSB Threshold	2018 Federal Threshold	Emotional Support	6.1719	6.100	6	6.08	Classroom Organization	5.8875	6.0708	6	5.80	Instructional Support	2.5667	3.5375	3	2.96
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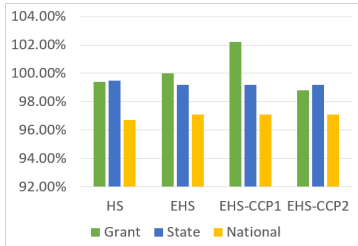
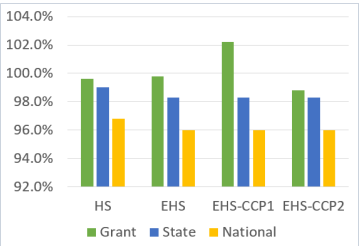
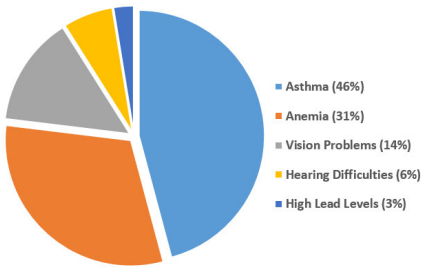
TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> Attendance: 84.75% for Head Start; 83.14% for Early Head Start; 93.12% for Early Head Start Child Care Partnership #1; and 81.31% for Early Head Start Child Care Partnership #2. <p>Haydee Ilan, Accountant III, presented the following fiscal reports:</p> <ul style="list-style-type: none"> 2019-2020 Head Start Program: September 2019 year to date cash expenditures were \$9,804,952 YTD, which represents 58% of the program budget. 2019-2020 Early Head Start Program: September 2019 year to date cash expenditures were \$1,386,932 YTD, which represents 38% of the program budget. 2019-2020 Early Head Start CC Partnership #1: September 2019 year to date cash expenditures were \$112,193 YTD, which represents 10% of the program budget. 2018-2019 Early Head Start: CC Partnership #2: September 2019 year to date cash expenditures were \$68,703 YTD, which represents 2% of the program budget. Credit Card expenditures: September 2019, all programs, including Head Start and Early Head Start expenditure were \$15,805.22.
Presentation: <ul style="list-style-type: none"> Cal Fresh 	<p>Caitlin Sly, Contra Costa & Solano Food Bank Program Director's presentation on the Food Bank included:</p> <ul style="list-style-type: none"> Community Produce Program <ul style="list-style-type: none"> The Foodbank provides 15-20 pounds of FREE fresh produce to low-income families and individuals twice a month. Food For Children <ul style="list-style-type: none"> Boxes of FREE healthy food are available every month for children 4-6 years old. Bring a picture ID and proof of address (PG&E bill, etc.) as well as proof of child's birthdate. Food Assistance Program <ul style="list-style-type: none"> FREE groceries once a month for low-income individuals and families are available. Bring a picture ID and proof of address (PG&E bill, etc.). Senior Food Program <ul style="list-style-type: none"> FREE groceries twice a month are made available to low-income individuals aged 55 or older. Only one senior per household may receive food. Bring a picture ID and proof of address (PG&E bill, etc.). Other Food Assistance <ul style="list-style-type: none"> You may also qualify for CalFresh (formerly Food Stamps) and the Food Bank staff are available to help you apply. The Foodbank may also be able to help you find emergency food at one of our partner pantries or soup kitchens. To learn more, call toll free at 1-855-309-FOOD (3663). To find services near you, please contact the Food Bank at 1-855-309-3663 (FOOD) for help and information. Or go online to https://www.foodbankccs.org/
Presentation:	

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<ul style="list-style-type: none">Self-Assessment process	<p>Christina Reich, Division Manager provided an overview of the Self-Assessment process that is conducted annually to determine the effectiveness of the program by identifying strengths and areas for improvement and innovation.</p> <ul style="list-style-type: none">Self-Assessment team is composed of program staff, parents, and policy council representatives, community leaders outside of the program, content area experts and others interested in participating.The five Phase Self-Assessment process include:<ul style="list-style-type: none">Design ProcessEngage TeamAnalyze & DialogueRecommendPrepare Report <p>Christina encouraged Policy Council representatives to sign-up for the Self-Assessment Subcommittee.</p>																																																																																	
<p>Action:</p> <ul style="list-style-type: none">Consider approval of Community Representatives	<p>Katie Cisco, Chair gave an opportunity for Community Representatives wishing to serve on the 2019-20 Policy Council to read their letters of interest.</p> <p>Community Representative letters of interest were received from: Liliana Gonzalez, from First 5 Contra Costa</p> <p>A motion to approve the Community and Past Parent Representatives noted above was made by Sonia Quinones and seconded by Emily Ferne. The motion was approved.</p> <table><tr><th colspan="2">Ayes</th><th>Nays</th><th>Abstentions</th><th colspan="2">Not Present</th></tr><tr><td>Andres Torres</td><td>Daisy Templeton</td><td></td><td></td><td>Victoria Velazquez</td><td>Carla Waters</td></tr><tr><td>Jasmine Cisneros</td><td>Damaris Santiago</td><td></td><td></td><td>Ana Ramos</td><td>Cristal Rodriguez</td></tr><tr><td>Damonique Washington</td><td></td><td></td><td></td><td>Nivette Moore Mason</td><td>Elizabeth Rosas</td></tr><tr><td>Maria Barrios Sanchez</td><td></td><td></td><td></td><td>Monica Avila</td><td>Emma Swafford</td></tr><tr><td>Earl J Smith</td><td></td><td></td><td></td><td>Delia Zarges</td><td>Jamilah Monroe</td></tr><tr><td>Jamillah Monroe</td><td></td><td></td><td></td><td>Roxana Alvarado</td><td>Jonathan Bean</td></tr><tr><td>Charles Latham</td><td></td><td></td><td></td><td>Tracy Keelsing</td><td>Maria Bautista</td></tr><tr><td>Sonia Quinones</td><td></td><td></td><td></td><td>Yarigza Lopez</td><td>Latrese Hill</td></tr><tr><td>Emily Ferne</td><td></td><td></td><td></td><td>Dawn Miguel</td><td></td></tr><tr><td>Liliana Gonzalez</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Katie Cisco</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Mariam Okesanya</td><td></td><td></td><td></td><td></td><td></td></tr></table>				Ayes		Nays	Abstentions	Not Present		Andres Torres	Daisy Templeton			Victoria Velazquez	Carla Waters	Jasmine Cisneros	Damaris Santiago			Ana Ramos	Cristal Rodriguez	Damonique Washington				Nivette Moore Mason	Elizabeth Rosas	Maria Barrios Sanchez				Monica Avila	Emma Swafford	Earl J Smith				Delia Zarges	Jamilah Monroe	Jamillah Monroe				Roxana Alvarado	Jonathan Bean	Charles Latham				Tracy Keelsing	Maria Bautista	Sonia Quinones				Yarigza Lopez	Latrese Hill	Emily Ferne				Dawn Miguel		Liliana Gonzalez						Katie Cisco						Mariam Okesanya					
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<ul style="list-style-type: none"> Subcommittee Membership recruitment 	<p>Ana Araujo, Comprehensive Services Manager for Parent, Family, and Community Engagement, reviewed the purpose of subcommittees and member's roles and responsibilities. Subcommittee program staff provided a brief overview of individual subcommittees and addressed questions.</p> <p>Subcommittees and names of members who volunteered to serve are as follows:</p> <p>Program Services Subcommittee</p> <ul style="list-style-type: none"> Andres Torres Daisy Templeton Jasmine Cisneros EJ Smith <p>Fiscal Subcommittee</p> <ul style="list-style-type: none"> Katie Cisco Andres Torres Daisy Templeton <p>Monitoring/Self-Assessment Ad-Hoc Subcommittee</p> <ul style="list-style-type: none"> Daisy Templeton EJ Smith Emily Ferne Jasmine Cisneros Katie Cisco <p>Advocacy Ad-hoc Subcommittee</p> <ul style="list-style-type: none"> Jamillah Monroe Katie Cisco Jasmine Cisneros Daisy Templeton Liliana Gonzales Andres Torres Domonique Washington Maria Barrios Jamillah Monroe Sonia Quinones <p>Bylaws Ad-hoc Subcommittee</p> <ul style="list-style-type: none"> Jasmine Cisneros

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	<ul style="list-style-type: none">Charles LathamAndres Torres																																																																																	
Action: <ul style="list-style-type: none">Consider Approval of Subcommittee Leads	<p>Ana Araujo, Comprehensive Services Manager, presented the following Subcommittee leads as appointed by Policy Council Chair:</p> <p>Program Services Subcommittee: Andres Torres</p> <p>Monitoring/Self-Assessment Subcommittee: Daisy Templeton</p> <p>Fiscal Subcommittee: Katie Cisco</p> <p>Bylaws Subcommittee: Jasmine Cisneros</p> <p>Advocacy Subcommittee: Jamillah Monroe</p> <p>A motion to approve the Subcommittee Leads was made by Charles Latham and seconded by Andres Torres. The motion was approved.</p> <table><tr><th colspan="2">Ayes</th><th>Nays</th><th>Abstentions</th><th colspan="2">Not Present</th></tr><tr><td>Andres Torres</td><td>Daisy Templeton</td><td></td><td></td><td>Victoria Velazquez</td><td>Carla Waters</td></tr><tr><td>Jasmine Cisneros</td><td>Damaris Santiago</td><td></td><td></td><td>Ana Ramos</td><td>Cristal Rodriguez</td></tr><tr><td>Damonique Washington</td><td></td><td></td><td></td><td>Nivette Moore Mason</td><td>Elizabeth Rosas</td></tr><tr><td>Maria Barrios Sanchez</td><td></td><td></td><td></td><td>Monica Avila</td><td>Emma Swafford</td></tr><tr><td>Earl J Smith</td><td></td><td></td><td></td><td>Delia Zarges</td><td>Jamilah Monroe</td></tr><tr><td>Jamillah Monroe</td><td></td><td></td><td></td><td>Roxana Alvarado</td><td>Jonathan Bean</td></tr><tr><td>Charles Latham</td><td></td><td></td><td></td><td>Tracy Keelsing</td><td>Maria Bautista</td></tr><tr><td>Sonia Quinones</td><td></td><td></td><td></td><td>Yarigza Lopez</td><td>Latrese Hill</td></tr><tr><td>Emily Ferne</td><td></td><td></td><td></td><td>Dawn Miguel</td><td></td></tr><tr><td>Liliana Gonzalez</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Katie Cisco</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Mariam Okesanya</td><td></td><td></td><td></td><td></td><td></td></tr></table>				Ayes		Nays	Abstentions	Not Present		Andres Torres	Daisy Templeton			Victoria Velazquez	Carla Waters	Jasmine Cisneros	Damaris Santiago			Ana Ramos	Cristal Rodriguez	Damonique Washington				Nivette Moore Mason	Elizabeth Rosas	Maria Barrios Sanchez				Monica Avila	Emma Swafford	Earl J Smith				Delia Zarges	Jamilah Monroe	Jamillah Monroe				Roxana Alvarado	Jonathan Bean	Charles Latham				Tracy Keelsing	Maria Bautista	Sonia Quinones				Yarigza Lopez	Latrese Hill	Emily Ferne				Dawn Miguel		Liliana Gonzalez						Katie Cisco						Mariam Okesanya					
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Presentation: <ul style="list-style-type: none">2018-2019 Program Information Report	<p>Tracy Lewis, ASA III, provided an overview of the 2018-2019 Program Information Report (PIR). Office of Head Start (OHS) mandates grantees to submit the Program Information Report (PIR) for each HS/EHS program annually. Data is shared with:</p> <ul style="list-style-type: none">Head Start Community & PartnersCongressPublic <p>Summary</p> <ul style="list-style-type: none">Five Program Information Reports were submitted:<ul style="list-style-type: none">2- Head Start (HS) Reports																																																																																	

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	<ul style="list-style-type: none">▪ Grantee▪ Delegate○ 1- Early Head Start (EHS)○ 2- Early Head Start-Child Care Partnership (EHS-CCP)<ul style="list-style-type: none">▪ EHS-CCP1▪ EHS-CCP2 <p>Program Indicators</p> <ul style="list-style-type: none">• Enrollment• Services to All Children• Services to Preschool Children• Family Services• Staff and Classes <p>Enrollment</p> <ul style="list-style-type: none">• Cumulative Enrolled Children 2413<ul style="list-style-type: none">○ HS- 1,357○ Delegate HS- 285○ EHS- 418○ EHS-CCP1- 94○ EHS-CCP2- 259 <div><p>Ages per Program Model</p><table><tr><th>Age Group</th><th>HS</th><th>Delegate HS</th><th>EHS</th><th>EHS-CCP1</th><th>EHS-CCP2</th></tr><tr><td>PIR 0</td><td>20</td><td>20</td><td>200</td><td>10</td><td>10</td></tr><tr><td>PIR 1</td><td>50</td><td>50</td><td>100</td><td>10</td><td>10</td></tr><tr><td>PIR 2</td><td>100</td><td>100</td><td>100</td><td>10</td><td>10</td></tr><tr><td>PIR 3</td><td>500</td><td>150</td><td>100</td><td>10</td><td>10</td></tr><tr><td>PIR 4</td><td>650</td><td>150</td><td>100</td><td>10</td><td>10</td></tr><tr><td>PIR 5</td><td>100</td><td>10</td><td>10</td><td>10</td><td>10</td></tr></table></div> <p>The children we serve...</p> <ul style="list-style-type: none">• 55% speak English as their primary language• 40% speak Spanish• Five different languages make up the remaining 5%• 45 of our children experienced homelessness	Age Group	HS	Delegate HS	EHS	EHS-CCP1	EHS-CCP2	PIR 0	20	20	200	10	10	PIR 1	50	50	100	10	10	PIR 2	100	100	100	10	10	PIR 3	500	150	100	10	10	PIR 4	650	150	100	10	10	PIR 5	100	10	10	10	10
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	<p>Services to Children at the end of enrollment</p> <div><div><p>Health Insurance</p><table><caption>Health Insurance Data</caption><tr><th>Category</th><th>Grant</th><th>State</th><th>National</th></tr><tr><td>HS</td><td>99.32%</td><td>99.32%</td><td>97.67%</td></tr><tr><td>EHS</td><td>100.00%</td><td>99.32%</td><td>97.67%</td></tr><tr><td>EHS-CCP1</td><td>102.00%</td><td>99.32%</td><td>97.67%</td></tr><tr><td>EHS-CCP2</td><td>99.32%</td><td>99.32%</td><td>97.67%</td></tr></table></div><div><p>Medical Home</p><table><caption>Medical Home Data</caption><tr><th>Category</th><th>Grant</th><th>State</th><th>National</th></tr><tr><td>HS</td><td>99.32%</td><td>99.32%</td><td>97.67%</td></tr><tr><td>EHS</td><td>100.00%</td><td>99.32%</td><td>97.67%</td></tr><tr><td>EHS-CCP1</td><td>102.00%</td><td>99.32%</td><td>97.67%</td></tr><tr><td>EHS-CCP2</td><td>99.32%</td><td>99.32%</td><td>97.67%</td></tr></table></div></div> <p>Health</p> <ul style="list-style-type: none">Children with chronic conditions receiving medical treatment:<ul style="list-style-type: none">HS – 99.32%EHS – 97.67% <p>Both above State and National averages.</p> <ul style="list-style-type: none">Asthma 46%Anemia 31%Vision Problems 14%Hearing Difficulties 6%High Lead Levels 3% <div><p>Medical Conditions (receiving treatment)</p><table><caption>Medical Conditions Data</caption><tr><th>Condition</th><th>Percentage</th></tr><tr><td>Asthma</td><td>46%</td></tr><tr><td>Anemia</td><td>31%</td></tr><tr><td>Vision Problems</td><td>14%</td></tr><tr><td>Hearing Difficulties</td><td>6%</td></tr><tr><td>High Lead Levels</td><td>3%</td></tr></table></div> <p>Services to Preschoolers</p> <ul style="list-style-type: none">CSB exceeds State and National averages for the number of children who receive professional dental exams<ul style="list-style-type: none">86% Receiving dental treatment85% Completed Dental Exams	Category	Grant	State	National	HS	99.32%	99.32%	97.67%	EHS	100.00%	99.32%	97.67%	EHS-CCP1	102.00%	99.32%	97.67%	EHS-CCP2	99.32%	99.32%	97.67%	Category	Grant	State	National	HS	99.32%	99.32%	97.67%	EHS	100.00%	99.32%	97.67%	EHS-CCP1	102.00%	99.32%	97.67%	EHS-CCP2	99.32%	99.32%	97.67%	Condition	Percentage	Asthma	46%	Anemia	31%	Vision Problems	14%	Hearing Difficulties	6%	High Lead Levels	3%
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Category	Grant	State	National																																																		
HS	99.32%	99.32%	97.67%																																																		
EHS	100.00%	99.32%	97.67%																																																		
EHS-CCP1	102.00%	99.32%	97.67%																																																		
EHS-CCP2	99.32%	99.32%	97.67%																																																		
Condition	Percentage																																																				
Asthma	46%																																																				
Anemia	31%																																																				
Vision Problems	14%																																																				
Hearing Difficulties	6%																																																				
High Lead Levels	3%																																																				

TOPIC	RECOMMENDATION / SUMMARY
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TOPIC	RECOMMENDATION / SUMMARY					
	Ayes		Nays	Abstentions	Not Present	
	Andres Torres	Daisy Templeton			Victoria Velazquez	Carla Waters
	Jasmine Cisneros	Damaris Santiago			Ana Ramos	Cristal Rodriguez
	Damonique Washington				Nivette Moore Mason	Elizabeth Rosas
	Maria Barrios Sanchez				Monica Avila	Emma Swafford
	Earl J Smith				Delia Zarges	Jamilah Monroe
	Jamillah Monroe				Roxana Alvarado	Jonathan Bean
	Charles Latham				Tracy Keelsing	Maria Bautista
	Sonia Quinones				Yarigza Lopez	Latrese Hill
	Emily Ferne				Dawn Miguel	
	Liliana Gonzalez					
	Katie Cisco					
	Mariam Okesanya					
	Site Reports	<p>Ambrose:</p> <ul style="list-style-type: none">• Our 3 Classrooms were monitored for Curriculum Fidelity. We are excited to report that we did great! All of the scores received were very high!• Our PC Representative, Jasmine Cisneros, was elected as a Policy Council Parliamentarian. She is now part of the PC Executive Committee.• Construction for the new teacher’s lounge has started.• Our Fall Harvest Festival was a huge success. Thank you to all the parents who helped and supported us.• Kenisha Jones, Ambrose parent, read and sing to the children in Room B-2 on November 1st.• Free diapers were distributed to families in need at the center. They were graciously donated by Sweet Beginnings Family Resource Center.• Parents were invited to attend Making Parenting a Pleasure classes at Marsh Creek.• Hosted a cooking class on November 19, 2019 by Champions for Change - a presentation on healthy eating with different recipes was provided. <p>Contra Costa College:</p> <ul style="list-style-type: none">• The center is fully enrolled• We have received many new toys for the children• We are planning Back to School Night• We received a storage-shed to store additional site supplies• We are celebrating the fall season with special projects• We are collaborating with the College to synchronize monthly fire drills				

TOPIC	RECOMMENDATION / SUMMARY	
	<p>First Baptist:</p> <ul style="list-style-type: none"> • First Baptist is celebrating the Harvest Festival. • Kids Castle has parking issues/concerns. • Special projects included: movies and trips to Build a Bear. <p>George Miller III:</p> <ul style="list-style-type: none"> • GMIII is celebrating successful First 5 CLASS visits. • 5 Teachers were recertified in CPR this month. • All classrooms at GMIII completed their 1st visits to Bay Area Discovery Museum. • New AD Linda Frazier-Stafford joined our team. We look forward to working with Linda on her new journey as Assistant Director for Cluster A. • Gutters and Exhaust fans are in the process of being replaced. • Broken Fire extinguisher cases, are in the process of being repaired. • A Liberian from Richmond Public Library and Cecilia a Community Literacy Specialist from Tandem visited classrooms and read to the children during large group time. • Weekly flyers are sent home each Friday. • Parents are invited to our monthly parent meeting. <p>Verde:</p> <ul style="list-style-type: none"> • Verde Elementary school and Verde Head Start will receive the 2020 City of Richmond Neighborhood Public Art Grant again! This grant will be used to create another mural in front of the school and a Head Start bench with the Head Start core values and mosaics the children will create with their families in an art class given by a local artist during a Community Work Day. • On October 29, 2019, the Verde children, parents, and staff enjoyed a Pumpkin Pancake Breakfast together using the recipe on back of the Center menu. • Classroom #2 and #1am, continue their Tree Study with a field trip to Annie's Annuals & Perennials shop. A small tree was purchased and planted at the school. • October 17th, Children and staff took part in the Great CA Shake-Out. 	
Announcements	<p>Ana Araujo, Comprehensive Services Manager for Parent, Family, Community Engagement, shared in-kind video from GMIII Food Day:</p> <ul style="list-style-type: none"> • Attendees were reminded to share the Staff Recognition form with site parents and to encourage them to nominate staff from their center to receive recognition at PC Meetings for their excellent work. • Attendees interested in attending the NHSA 2019 Parent and Family Engagement Conference were asked to confirm with Ana. • Attendees were reminded there will not be a Policy Council meeting in December. Next meeting will be in January 2020. • PC Self-Assessment Subcommittee representatives will receive a call from CSB staff with more information about the upcoming Self-Assessment. 	
Meeting Evaluation	<p style="text-align: center;"><u>Pluses / +</u></p> <ul style="list-style-type: none"> • Meeting ended on time 	<p style="text-align: center;"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> • None